

# CITY OF TUALATIN

## Classification Description

**Job Title:** Librarian II  
**Department:** Community Services  
**Reports To:** Public Services Supervisor  
**FLSA Status:** Non-Exempt

**SUMMARY:** Performs professional librarian work and is a lead worker for employees and volunteers in the Public Services section of the library. Staffs an information desk that serves all ages and provides advanced reference services. Assists groups and individuals in locating and obtaining library materials. Assists the Public Service Supervisor in maintaining the library collection of books, serials and alternative formats of materials for patrons of all ages. Plans, prepares and implements programs. May be required to write and administer grants and do outreach to the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Responds to requests for information on complicated reference subjects, including formulating and processing online search requests. Explains the use of print and electronic reference sources to individuals or groups. Describes or demonstrates how to use the public access catalog or electronic resources such as the Internet, CD-ROM databases, spreadsheet software, and basic word processing.

In coordination with the Programming Specialist and under the direction of the Public Services Supervisor, develops and conducts programs and activities to encourage reading and the use of the Library. Provides support in developing library services. Promotes the use of library resources through appropriate community contacts.

Continually improves quality service and participates in professional development activities. Participates in library outreach programs. May represent the library in appropriate County Cooperative System groups.

Provides readers' advisory services to patrons verbally and through electronic and print formats. Provides interlibrary loan services.

Maintains assigned areas and materials in a neat and orderly manner. Conducts library tours.

Under the direction of the Public Services Supervisor, assists in the selection and de-selection of print and non-print materials and maintenance of the library collection.

Writes grant requests and administers grants.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

**SUPERVISION:** Works under the direction of the Public Services Supervisor. Assignments are general in nature requiring the application of technical skills and knowledge. Supervision of other employees is not a normal responsibility of this position. May be assigned as a lead person to direct specific work activities of other employees on specific projects as assigned especially on scheduled evenings and/or weekends, including closing the library.

**COMPETENCY:** To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Designs work flows and procedures.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Delegation - As a lead to employees and volunteers, delegates work assignments; sets expectations and monitors delegated activities.

Quality Management - Looks for ways to improve and promote quality.

Cost Consciousness - Works within approved budget.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Planning/Organizing - Plans, organizes and prioritizes work.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to continuously improve and promote quality.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment.

Safety and Security - Observes, and ensures subordinates observe, safety and security procedures; Determines appropriate action beyond guidelines;

Reports potentially unsafe conditions; Uses, and ensures subordinates use, equipment and materials properly.

Adaptability - Manages competing demands.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Ability to communicate effectively in English in oral and written form. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, policies, and procedural and legal documents. Ability to respond to complex inquiries from patrons. Ability to write correspondence and reports that conform to a prescribed style and format. Ability to effectively present information to a wide range of individuals or groups in written or oral format. Ability to give instructions on the use of catalogs, indexes, files research tools, databases and reference materials.

**Reasoning Ability:** Ability to work independently and exercise initiative. Ability to respond effectively and tactfully to common inquiries or complaints from patrons, other agencies, or members of the Library and City staff. Ability to think analytically and develop new or revised procedures and workflow. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to organize and prioritize multiple tasks and duties. Ability to serve the public in a friendly and helpful manner and to maintain effective working relationships with other employees.

**Computer Skills:** Ability to operate a personal computer. Knowledge of current software applications related to the functions and operations of a public library, especially reference tools such as WILInet. Working knowledge of word processing, spreadsheet, and database software. Ability to navigate and utilize the Internet.

**Technical Skills:** Knowledge of library science theory and practice in the areas of collection management, reference services, programming and intellectual freedom. Ability to manage competing demands for time and attention. Broad general knowledge of local, state, national and world affairs. General knowledge of classic and contemporary authors and their works, popular materials, and alternative formats. Ability to work with the public in an efficient, friendly, positive and professional manner. Ability to interact positively with co-workers.

**EDUCATION and/or EXPERIENCE:** Master's of Library Science (M.L.S.) or related discipline from an accredited college or university and three years of related public library experience. Experience using automated library systems, personal computers, and computer applications. Experience utilizing computer

systems to conduct reference and literature searches and on-line data base searches. Experience with other appropriate technologies used in public libraries. Experience in collection management, programming, grant writing, and community outreach.

Any satisfactory equivalent combination of experience and library science education or training which ensures the ability to perform the work may substitute for the above qualifications. Graduate level education in library science may substitute for up to one year of experience.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Duties of this position are usually performed in an indoor environment, involving heavy public contact with a usually moderate noise level. Duties of this position require a willingness to work nights, weekends, and holidays.